

## **Checklist for Senior Leaders & DCHRs - Preparing for Possible Furlough**

- ☐ Develop command-level guidance regarding identification and funding of continued operations
- ☐ Identify excepted functions essential to operations
  - Provide a business case for those designated as excepted from furlough, specifically among groups of employees performing identical or like duties (in case of third-party review or grievances)
- ☐ Develop communication processes for your workforce and community (sample letter, fact sheets and checklists provided)
  - Identify command POC(s) responsible for answering employee questions during furlough
  - Prepare letter/notification to employees who will be furloughed (sample provided)
- ☐ Identify excepted employees
  - Run HRLink PER-138 Report to validate/verify employee's furlough status
- ☐ DCHRs coordinate command updates with Servicing Operations Center **COB Monday, 17 April via:**
- ☐ Identify non-excepted employees who may receive furlough notification
- ☐ Work with command labor/employee relations designee to notify bargaining units (unions) of intent to furlough
- ☐ Notify all employees of the report to duty requirement in order to conduct an orderly shutdown of operations (this would include those employees who would typically have an RDO from a compressed work schedule)
- ☐ NOTE: Identify selectees with a projected EOD in occupations for excepted positions – notify that they will be coming on board as scheduled.
- ☐ Identify selectees (new federal) with a project EOD in non-excepted positions – notify them that their EOD will be delayed pending resolution of the lapse in appropriations.
- ☐ Identify selectees (current federal) with a project EOD in non-excepted positions – notify them that they are to coming on board as scheduled and proceed with an orderly shutdown.

## **Checklist for Senior Leaders & DCHRs - Executing a Furlough**

- ☐ Ensure an orderly shutdown of non-excepted operations
  - All employees must report to duty to conduct an orderly shutdown and receive communication on the furlough (this includes those employees who would typically have an RDO from a compressed work schedule, telework day, etc.)
- ☐ Ensure that labor organizations have received notification (should be done before or at the same time as communication notices are distributed to employees)
- ☐ Distribute communication notices to employees (templates will be provided, sample voice mail and email messages, employee checklist provided by OCHR) — written notices may not be distributed until AFTER a lapse in appropriations.
  - You may verbally advise employees on **27 April** that they are excepted from the furlough
- ☐ Notify employees on TDY that they must return to their home station as part of the orderly shutdown process using the government-issued travel credit card
  - Government travel credit cards will be honored to return employees to their home station
- ☐ Cancel scheduled leave during furlough period
  - Excepted employees who are unable to report for duty will be furloughed and placed in a non-pay, non-duty status until they are able to report
- ☐ Consider modifying compressed work schedules for excepted employees during the furlough to ensure employee availability during entire work week
- ☐ Contractors performing under a contract that was fully obligated upon contract execution (or renewal) before the **28 April** expiration, may continue to provide contract services whether or not they are supporting excepted activities.
  - New contracts (including renewals or extensions, issuance of task orders, exercise of options) may not be executed unless the contractor is supporting an excepted activity and no funds will be available to pay such contracts until Congress appropriates additional funds.



**FOUO**

## OFFICE OF THE DIRECTOR

### Employee Checklist & Sample Out of Office Messages

- ☐ Supervisor contact information  
(provided for employees to use as a source of information)  
Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_
- ☐ Secure PII data
- ☐ Set voice mail (*see below*)
- ☐ Set out-of-office for email (*see below*)
- ☐ Secure office area (turn off appliances, fans, etc.)
- ☐ Submit any outstanding travel vouchers
- ☐ Enter time in SLDCADA
- ☐ Turn off computer

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### Out-of-Office Messages

#### Sample Voice Mail

Hello ... due to a lapse in federal funding, employees have been furloughed. Therefore, I will be out of the office and unable to monitor or respond to voice mails until the furlough has ended.

#### Sample Voice Mail if Someone has been Designated to Respond to Inquiries

Hello ... due to a lapse in federal funding, employees have been furloughed. Therefore, I will be out of the office and unable to respond to voice mails until the furlough has ended. If this is an emergency, please contact \_\_\_\_\_.

#### Sample Email

Due to a lapse in federal funding, employees have been furloughed. I will not be able to monitor or respond to email messages until furlough has ended.

#### Sample Email if Someone has been Designated to Respond to Inquiries

Due to a lapse in federal funding, employees have been furloughed. I will not be able to monitor or respond to email messages until the furlough has ended. If this is an emergency, please contact \_\_\_\_\_.



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### **Checklist for Senior Leaders & DCHRs - Operations after the Furlough Ends**

- ☐ Continue communication efforts with workforce upon their return
  - Furloughed employees should monitor media outlets for news about the approval of a Continuing Resolution or an appropriation for DoD. Furloughed employees will be expected to return to work on their next regular duty day following the approval of an appropriation for DoD.
  - If employee was not issued a written notice prior to the furlough, a notice should be issued to the employee at the conclusion of the furlough period
- ☐ Advise employees to check MyBiz+ for an updated SF50 (Notification of Personnel Action)